

**SUMMARY OF THE  
FIELD ACTIVITIES COMMITTEE MEETING  
NOVEMBER 7, 2002**

The Field Activities Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on November 7, 2002, from 1-2 p.m. Eastern Standard Time (EST). Chairperson Dr. Bart Simmons, of the California Department of Toxic Substances Control, led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss current business from the meeting agenda.*

**AGENDA ITEMS**

**Committee Membership**

New members Mr. Glenn McGraw, Ms. Jan Wilson, and Ms. Dawn Thomas all participated in this teleconference. Dr. Simmons, Mr. Ed Hartman, Mr. Glenn McGraw, Ms. Thomas, Mr. Andrew Tintle, Ms. Wilson, and Mr. James Davies all have successfully joined the Institute for National Environmental Laboratory Accreditation (INELA). Participants in the call were reminded that full committees must/shall have five voting members and five contributors. The committee discussed briefly that there are several small consulting firms and other groups that do lead-based and asbestos sampling, many of which have less than ten members. The committee agreed that it might be good to get someone to represent these laboratories. In other major news, Ms. Jeanne Hankins is soon retiring as Director of the National Environmental Laboratory Accreditation Program (NELAP).

**Proposed Changes to Standards**

The following question was raised: When American Society for Testing and Materials (ASTM) develops new standards, will they send them to NELAC for review, or will INELA need to see or review revisions? There was discussion concerning the proposed changes to the NELAC Standards Chapter 7 from the Eighth NELAC Annual Meeting (NELAC 8) in Tampa, FL. Most of the discussion centered around those changes which concern Chapter 5 and International Organization for Standardization (ISO) 17025 references. Specific proposed changes were not discussed.

Source Emissions Standards

There are changes proposed to Chapter 7. The committee raised a few questions about calibration and accrediting authorities (AAs) in laboratories. "Technical Records" should be changed to "Control of Records" in Chapter 5.

## **Interstate Technology Regulatory Council (ITRC)**

Dr. Simmons will contact ITRC to possibly provide a contact person to attend the next scheduled committee teleconference for input from their organization on field testing issues.

## **Other New Business**

The State of New Jersey is asking if they can use Chapter 7 for their drinking water certification. A conference call is scheduled to discuss this issue on Wednesday, November 13th (2:30 EST). ELAB recommended a moratorium on standards for air emissions for 2003. INELA's transition will have taken place by that time.

## **ADJOURNMENT**

The next scheduled committee meeting by teleconference will be December 13, 2002. Dr. Simmons, Mr. Hartman, Mr. McGraw, Mr. Maloney, Ms. Thomas, Mr. Tintle, and Mr. Davies will all be in attendance at NELAC 8i in Santa Fe during the week of November 18<sup>th</sup>. Dr. Simmons thanked those in attendance and with no further new business to introduce, he adjourned the meeting.

**ACTION ITEMS  
FIELD ACTIVITIES COMMITTEE MEETING  
NOVEMBER 7, 2002**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Update draft certification requirements on air emissions standards document	Ongoing
2.	Dr. Simmons will notify both the INELA and NELAC Field Activity Committees that new members have been approved	11/7/02
3.	Dr. Simmons will review ASTM Standards concerning source emissions and will research the possibility of adopting their existing standards for inclusion in INELA	11/7/02
4.	Dr. Simmons will contact Mr. Kevin Coats (US Army Corps of Engineers) regarding the definition to be used for “field measurement” in the Chapter 1 Glossary.	before interim meeting
5.	Ms. Jeanne Hankins is soon retiring as Director of NELAP.	(end of 2002)
6.	NELAC members have the opportunity to review the Field Activities Checklist (distributed by Mr. Ed Hartman).	
7.	The committee will discuss the cross-reference matrix at the NELAC conference in Santa Fe.	(week of 11/18/02)
8.	Ed Hartman will have proposed changes to Chapter 7.	
9.	Dr. Simmons will distribute information on teleconferences that can be carried out using the INELA web site	(week of 11/18/02)
10.	A member of the ITRC (Interagency Technology Resource Council) will be invited to the next meeting.	

**PARTICIPANTS  
FIELD ACTIVITIES COMMITTEE MEETING  
NOVEMBER 7, 2002**

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